

~~SECRET~~
(When Filled In)

EMPLOYEE SERIAL NUMBER

FITNESS REPORT

SECTION A

GENERAL

| | | | | |
|--|---|--|-----------|-----------|
| 1. NAME (Last) (First) (Middle) | 2. DATE OF BIRTH | 3. SEX | 4. GRADE | 5. SD |
| Barnard, Edward T. | 10/10/10 | M | 14 | IT |
| 6. OFFICIAL POSITION TITLE IO Contact | 7. OFF/DIV/BR OF ASSIGNMENT DCS/New York Office | 8. CURRENT STATION | | |
| 9. CHECK (X) TYPE OF APPOINTMENT <input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See instructions - Section C) | | 10. CHECK (X) TYPE OF REPORT <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify): SPECIAL (Specify): | | |
| 11. DATE REPORT DUE IN O.P. May 1969 | | 12. REPORTING PERIOD (From- to-) 1 Apr 68 - 31 Mar 69 | | |

SECTION B

PERFORMANCE EVALUATION

- W - Weak** Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate** Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient** Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong** Performance is characterized by exceptional proficiency.
- O - Outstanding** Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

| | | |
|---------------------|--|---------------|
| SPECIFIC DUTY NO. 1 | | RATING LETTER |
| SPECIFIC DUTY NO. 2 | Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence. | RATING LETTER |
| SPECIFIC DUTY NO. 3 | Collects intelligence information, briefs and debriefs. | RATING LETTER |
| SPECIFIC DUTY NO. 4 | Initiates leads and furnishes operational support to other elements of the Agency. | RATING LETTER |
| SPECIFIC DUTY NO. 5 | Prepares reports, memoranda and other communications. | RATING LETTER |
| SPECIFIC DUTY NO. 6 | | RATING LETTER |

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER
S

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

APP 24 | 27 PM '69

Mr. Barnard, during the period, has efficiently managed the removal of his office to new quarters and effectively reorganized it in accordance with new DCS procedures, disposing of over two-fifths of the classified holdings of the office. He has done a good job on the new organizational assignment thrust on him in late 1967 by the transfer of another member of the office. Our relationships with the organization remain cordial and cooperative and while our "take" has diminished, the loss is due to changes in the organization, cuts in its travel budget, and to Mr. Barnard's inability to spend as much time there as his predecessor.

The time required by the activities outlined above has understandably hampered Mr. Barnard's exploitation of his [redacted] territory. During the coming year however, I expect him to concentrate his efforts on a new approach to this territory. It is becoming increasingly important as a potential source of intelligence as more and more high quality industry relocates there. Within the near future, for example, [redacted] will move into the area. Mr.

Barnard's assigned Case load is now up to Office average and I anticipate a commensurate increase in his intelligence production.

Mr. Barnard's response to assigned activity continues to be thorough and expeditious. He is both security and cost conscious.

SECTION D

CERTIFICATION AND COMMENTS

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 10 April 69 SIGNATURE OF EMPLOYEE [Signature]

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 27 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

| | | |
|---------------------------------|--|-----------|
| DATE <u>9 April 1969</u> | OFFICIAL TITLE OF SUPERVISOR <u>Chief, New York Office</u> | SIGNATURE |
| 3. BY REVIEWING OFFICIAL | | |

COMMENTS OF REVIEWING OFFICIAL

| | | |
|---------------------------|---|----|
| DATE <u>14 April 1969</u> | OFFICIAL TITLE OF REVIEWING OFFICIAL <u>Director, DCS</u> | RE |
|---------------------------|---|----|

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